



Partnership to End Homelessness Board

March 10, 2015

CALL TO ORDER The quarterly Partnership to End Homelessness Board meeting was held at the McCollum Park – Cougar Room, Everett, WA on March 10, 2015. The meeting convened at 3:00 pm.

MEMBERS IN ATTENDANCE:

Janinna Attick	✓	Karen Matson	✓
Andrew Ballard	EX	Phil McConnell	AB
Candy Banker	✓	Todd Morrow	AB
Mary Jane Brell-Vujovic	✓	Robert Reese	AB
Nick Codd – Declan Wynne	✓	Tom Sebastian	AB
Winnie Corral	✓	Pat Slack	AB
Mary Anne Dillon	✓	Mark Smith	✓
Elizabeth Gordon	✓	Jim Steinruck	✓
Anita Hale	✓	Jan Strand	✓
Cammy Hart-Anderson	✓	Patty Turner	AB
Vicci Hilty	AB	Joe Varano	AB
John Hull	AB	Tarah Wilder	✓
Lisa Hunt	AB	Mary Ellen Wood	✓
Dave Koenig	✓	Julie Zarn	✓
Cynthia Jones	AB	Faith Simonelli	✓

STAFF IN ATTENDANCE: Jackie Anderson, Emily Grossman, Robin Hood, and Stephanie Jensen.

GUESTS IN ATTENDANCE: Sarah Jayne Barrett

INTRODUCTIONS

- Introductions were made around the room
- Housekeeping – No report
- Additional Items for discussion – Community Street Initiative

APPROVAL OF MEETING MINUTES

A motion was made to accept the December 9, 2014 meeting minutes of the PEH Board. The motion was seconded and carried unanimously.

UPDATES & ANNOUNCEMENTS – Jackie

- Jackie announced that a representative is needed for the Washington Low Income Housing Alliance Homeless Steering Committee. An email was sent out a few weeks ago asking for volunteers to fill that position. Faith Simonelli has agreed to accept the position.

A motion was made to accept Faith Simonelli as the representative for the Washington Low Income Housing Alliance Homeless Steering Committee. The motion was seconded and carried unanimously.

- **Executive Committee Authority** – On behalf of the Executive Committee, Mark Smith drafted Charter language that can provide a starting point for the Executive Committee's decision-making authority.

- The Executive Committee exercise general authority
- Only the board of directors should have the authority to amend the Governance Charter
- Only the board of directors should have authority over all Fiscal matters regarding the PEH Continuum of Care (CoC) and CoC grant reports.

A motion was made to grant the Executive Committee Authority represented in Article IV – Executive Committee Section, for one (1) year from the date of this vote. The motion was seconded and carried unanimously.

- **2015 CoC Application Process (handout distributed)** – the department is anticipating the CoC application could open soon. There are three (3) possible options to move the process along efficiently:
 1. A project review committee reviews project applications and makes recommendations, a CoC application oversight committee reviews the process and makes recommendations to the PEH; the PEH approves the process.
 2. The project review committee reviews project applications and makes recommendations to a CoC application oversight committee to approve the application for submission to HUD.
 3. The project review committee reviews project applications and makes recommendations to the executive committee, a CoC application oversight committee reviews the process and makes recommendations to the executive committee and the executive committee approves the application for submission to HUD.

A motion was made to adopt Option Two (2) with the following amendments: 1) the Consolidated Application be made available to the full board for a period of no less than five (5) business days, for comment. 2) On agreement by seven (7) board members, a full board meeting shall be called for the purpose of reviewing and approving the CoC application (the consolidated application must be submitted to HUD no later than three full business days before the submission deadline). The motion was seconded and carried unanimously.

BOARD TOPICS AND DISCUSSION

PIT Count Debrief - Jess provided an extensive PIT Count Debrief to the board, explaining each criteria that was collected and how each criteria is viewed by HUD.

Focus of Board Meetings/Areas of Interest for Presentations - The board broke into their groups to brainstorm ideas on what it is the board wants to spend their meeting time doing and what type of presentations that could be beneficial to this board in achieving goals.

WRAP UP

Next Steps – Snohomish County Office of Community Services will inform the board when the CoC application releases.

Next Meeting: June 9, 2015, 3:00 to 5:00 pm at Compass Health – Building 2

ADJOURNMENT

Meeting adjourned @ 5:00 p.m.

Stephanie Jensen, Sr. Secretary, Snohomish County Human Services Date of Approval: 6/9/2015 Date Amended: